

COSA/Concordia University Doctoral Programs

Dear Graduate Student Candidate:

Thank you for your interest in Concordia University Chicago's doctoral program in Educational Leadership. This doctoral program is for professionals who want to expand their knowledge and acquire advanced theoretical and practical knowledge, along with leadership skills that will position them as experts in their chosen fields. This progressive approach to online instruction and learning facilitates the preparation of adults whose own education is as important to them as to those they serve.

We are pleased to offer this program starting in the Fall 2012 semester, which begins August 27, 2012. This highly competitive program will limit class size to 15 candidates per class, so **the programs will fill quickly**. We encourage you to submit the application *with the application fee* and complete all other admission requirements as soon as possible.

NOTICE: These programs fill quickly and reservations are accepted on a first come, first served basis.

Concordia University Chicago limits the class size to 15 students and accepts reservations on a first come, first served basis.

There are 3 steps required to reserve a seat in this program.

1. **Complete the online application at:** <https://www.CUChicago.edu/ApplyNow>
2. **Complete the one-page registration form** (page 4)
3. **Submit the \$50 non-refundable application fee** (page 3)

Program Highlights

- Learn from highly accomplished, innovative leaders in the field
- Finish one content course every 8 weeks
- Tuition rate is guaranteed with continuous enrollment
- Comprehensive Examination and Dissertation are program milestones
- Each student is assigned a faculty advisor
- Transfer Credits from regionally accredited institutions may be considered
- Financial aid (Stafford Student Loans), as well as a "pay as you go" plan are available
- Student loan repayments may be deferred until program completion
- Coursework completion time is approximately three years
- Federal Teacher Title One Loan Forgiveness program may apply
- Technical support is available

Tuition for the program in Educational Leadership is \$695 per credit hour beginning January 1, 2012. This rate is guaranteed not to increase over the life of your enrollment in the program as long as students remain continuously enrolled. In addition, a technology fee of \$10 per credit hour (\$30 per 3-credit course) will be assessed for the purpose of supporting and enhancing student learning.

Federal financial assistance, in the form of low interest Stafford loans, is available to qualified graduate students (see page 7). It is important to note that you are responsible for verification of your own eligibility for federal student loans, and/or the loan forgiveness program. Concordia reserves the right to offer different tuition rates, or change the prices of other programs.

For Additional Information Please Contact:

Cheryl K. Brown, Education Leadership Specialist, COSA cherylk@cosa.k12.or.us
Colin Cameron, Director of Professional Development, COSA colin@cosa.k12.or.us
Phone: 503-581-3141



Application Checklist for Admission

All documentation to be faxed or mailed to:

Concordia University Chicago
Office of Graduate Admission and Student Services
7400 Augusta Street
River Forest, IL 60305-1499

Fax: 708-209-3454

Please complete steps 1-10 to complete the admission process:

Page #



1	<p>Apply online at: www.CUChicago.edu/ApplyNow Please indicate the program for which you are applying. (If no internet access is available, fax the application to the Office of Graduate Admission and Student Services at 708-209-3454)</p>	<i>Online Pages 3&4</i>	<input type="checkbox"/>
2	<p>Application Fee The application fee is \$50 and is non-refundable. Please make your fax/mail the form to the address above.</p>	<i>See Page 5</i>	<input type="checkbox"/>
3	<p>Registration Form Return the completed form by fax or mail. Fax: 708-209-3454</p>	<i>See Page 6</i>	<input type="checkbox"/>
4	<p>Payment options:</p> <ul style="list-style-type: none"> • Pay-As-You-Go Plan: Three (3) equal payments will be made during the course of the semester according to a statement provided at the beginning of the semester for each class. Students will be automatically enrolled in the Pay-as-You-Go plan unless financial aid or payment in full is received. • Financial Aid: Financial Aid is an optional form of payment. It is in your best interest to complete the financial aid process as early as possible. For assistance, call Concordia's financial aid help-line at 708-209-3347. • Payment-in-full: Upon receipt of your "Statement of Account," you may pay for your tuition in full for the semester. 	<i>See Page 5</i>	<input type="checkbox"/>
		<i>See Page 7</i>	<input type="checkbox"/>
			<input type="checkbox"/>
5	<p>Official transcripts Please arrange for all official sealed academic transcripts (Bachelors and Masters) to be sent to Concordia University Chicago. See address above.</p>	<i>See Page 8</i>	<input type="checkbox"/>
6	<p>Objective Statement Complete an objective statement by providing a brief typewritten essay. The objective statement form and directions are included in this packet.</p>	<i>Online Page 9</i>	<input type="checkbox"/>
7	<p>Recommendations Please request to have two Graduate Recommendation Forms filled out and returned to Concordia University Chicago by fax or mail.</p>	<i>See Pages 10 & 11</i>	<input type="checkbox"/>
8	<p>Test Scores and Admission Requirements Please provide Miller Analogies or GRE test scores from exam taken within the last three (3) years.</p>	<i>See Page 12</i>	<input type="checkbox"/>
9	<p>Writing Sample Please submit a paper that demonstrates your ability to write in a scholarly manner at a level typical of graduate work. A paper from your master's program would be most appropriate. This sample should be approximately 5 pages long (no longer than 5 pages); please submit the sample in Word (or rtf) format.</p>		<input type="checkbox"/>
10	<p>Professional Resume & Certificates Please provide a copy of your resume that documents 2 years of teaching/administrative leadership experience, and copies of your teaching/administrative certificates.</p>		<input type="checkbox"/>



COSA Application for Graduate Cohort Admission

(Application Page 1 of 2)

Office of Graduate Admission and Student Services

708-209-4093

fax 708-209-3454

Ms. Mrs. Miss Mr. Anticipated Start Date: _____

Name: _____
Last First Middle Former/Maiden Name(s)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____

Mailing Address: (if different from above) _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Male Female E-mail: _____

Country of Birth: _____ Citizenship: United States -or- Other: _____

Permanent Resident Number: A- _____ Visa Type: _____ (H-1, F-1, Other)

Cohort Location: Online

Cohort Program: Educational Leadership District Ed.D.
 Educational Leadership District Ph.D.

Do you hold a valid teaching certificate? Yes No State: _____

Do you hold an administrative certificate? Yes No State: _____

Academic History (list all schools where degrees were earned)

College/University Name	Location	Dates Attended To – From	Degree

Continued, page 4



Concordia University Chicago

Application for Graduate Cohort Admission (Application Page 2 of 2)

Professional Experience

Employer	Location	Dates Employed	Job Title

Race/Ethnicity

Are you Hispanic or Latino? If yes select one

Cuban
 Mexican
 Puerto Rican
 Other Hispanic

Are you:
 Asian
 American Indian/Alaskan Native
(Select one or more)
 Black or African-American
 Native Hawaiian or other Pacific Islander
 White

Marital Status:
 Single/Never Married
 Divorced
 Widowed
 Married
 Separated (Legally)

Religious Affiliation:

Do you have any relative(s) who attend(ed) Concordia University Chicago (formerly Concordia University, River Forest)?

Yes
 No (If yes, what relation?)

Have you attended Concordia University Chicago before? Yes (indicate year) _____ No

The Honor Pledge

As a student of Concordia University Chicago, and a member of the larger society, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically this includes not cheating or using inappropriate or dishonest means in the completion of academic requirements. This also includes not giving unauthorized assistance to others. I understand that it is my responsibility to comply with this honor system.

I understand that Concordia University's official policies and procedures are published in the Graduate Catalog. I understand and agree that these policies and procedures may be revised during my enrollment at Concordia University Chicago. I agree that I am responsible for reviewing and abiding by these policies and procedures.

I verify that the information provided on this application is true and correct. I understand that the falsification or withholding of any information in regard to this application may result in a loss of credit and dismissal from the institution.

Signature of Applicant _____ Date _____

Office use only:
 Application received by _____ Cohort Number _____

Application Fee Payment Form

Office of Graduate Admission and Student Services

708-209-4093

fax 708-209-3454

The non-refundable application fee for Concordia University Chicago cohort programs is \$50

If paying by CREDIT CARD: Fill out this section only and fax to 708-209-3454.

Date of Transaction: _____ Student Name: _____ Name on Card: _____

Credit Card Type (circle): VISA MasterCard Discover American Express CVV# (Credit card security code): _____

Card Number: _____ Expiration Date: _____ Amount: \$50.00

Signature: _____ Print Name Here: _____

Telephone number of payee (in case there is a problem processing the transaction and we need to contact the card holder for additional information): () _____

For which term is your application fee intended? Fall (August) Spring (January) Summer (May)
Effective 9-1-10 VISA will no longer be accepted for tuition payments

If paying by CHECK: Fill out this section only and fax to 708-209-3454.

Date I will be mailing my payment: _____ *Please note: Application and space reservation are NOT secure until your \$50, non-refundable application fee is received.*

Signature: _____ Print Name Here: _____

Checks made payable to: Concordia University
(CONCORDIA DOES NOT ACCEPT POST-DATED CHECKS!)

Mail check to: Concordia University Chicago
Office of Graduate Admission & Student Services
7400 Augusta Street
River Forest, IL 60305-1499

PAY-AS-YOU-GO TUITION PLAN

Pay- As- You- Go Plan: \$695.00 per credit.

Each student will receive a Statement of Account prior to each semester indicating the payment amount and due date. For your convenience, payment coupons are available at www.CUChicago.edu/cohorts which allow you to make 3 equal payments of \$695 per class. Whether you are paying with your own funds or using financial aid, tuition is due according to the schedule provided on your billing statement.

☞ ONLINE PAYMENTS (check, credit or debit card) AVAILABLE NOW AT: www.CUChicago.edu/creditcardpayment

Note: If you do not receive a statement prior to class starting, please contact the Business Services Office at 708-209-3241

BSO Office Use Only:

Date Received:

Capture Number:

Entered on Account: Yes No



7400 Augusta Street

1864
River Forest, Illinois 60305-1499
CUC Online Doc - COSA -June 2012

www.CUChicago.edu

Doctoral Registration Form

Office of Graduate Admission and Student Services

708-209-4093

fax 708-209-3454

Name: _____ ID: _____

Term: Fall 20 _____ Spring 20 _____ Summer 20 _____ Email: _____

Home Phone: _____ Cell/Work Phone: _____

- Program:**
- Educational Leadership District Ed.D.
 - Educational Leadership District Ph.D.

Honor Code Pledge

As a student of Concordia University Chicago, and a member of the larger society, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically, this includes not cheating or using inappropriate or dishonest means in the completion of academic requirements. This also includes not giving unauthorized assistance to others. I understand that it is my responsibility to comply with this honor system.

Confidential: for statistical purposes only

Gender: Male Female

Heritage: Native American Caucasian/European African American
 Hispanic Asian/Pacific Islander Other: _____

Religious Affiliation: _____ If LCMS, district: _____

Course(s) to add: *(for office use only)*

As part of the Cohort Program, I understand that I will be registered for the classes listed above and remain registered unless written notification is submitted to the Office of Graduate Admission before the beginning of the class. I promise to pay Concordia University Chicago for the courses listed above. I further acknowledge that I am financially responsible for all charges in the event of withdrawal from classes as outlined in Concordia's current refund policy. Any efforts to collect on unpaid balances due to Concordia University Chicago that are made by a third-party source are my responsibility. Such costs include, but are not limited to, fees from the outside collection agency, attorney fees, court costs, service charges, etc. Governing law: This note is governed by the laws of Illinois. I consent to the personal jurisdiction of the courts of Illinois in any lawsuit involving this note.

IMPORTANT! Registration cannot be processed without your official signature.

Student Signature: _____ Date: _____



Steps to Apply for Financial Aid

Office of Financial Planning 708-209-3113 fax 708-488-4102

Complete all steps to apply for financial aid.

Graduate students enrolled in Concordia University Chicago's programs are eligible to participate in the Federal Stafford Loan (need and non-need based) program.

To be eligible to borrow funds under the Federal Stafford Loan Program, you must:

- 1) File the Free Application for Federal Student Aid (FAFSA)
- 2) Not be in default on prior educational loans
- 3) Be a U.S. Citizen or permanent resident
- 4) Maintain satisfactory academic progress
- 5) Must be admitted and enrolled in a degree-seeking or approved certificate program

NOTICE: CUC's Financial Aid office will not be able to disburse any financial aid until you have been officially admitted into the program for which you are applying.

HOW TO APPLY FOR FINANCIAL AID:

Step 1 Apply for a PIN (Personal Identification Number) online at www.pin.ed.gov. You must have your PIN prior to completing the FAFSA. The PIN serves as your electronic signature on the FAFSA and will also serve as your signature on the Master Promissory Note (MPN) when borrowing under the Stafford Loan program. When you receive your PIN number, please be sure to print a copy to keep for your records. You will be able to use the same PIN in the future to apply electronically for student aid and access your U.S. Department of Education records. After you receive your PIN number, you will be able to complete steps 2-4.

Step 2 Complete the 2012-2013 FAFSA online at www.fafsa.ed.gov. You will need your PIN number, your 2011 Federal Tax Return, and Concordia University Chicago's school code (001666) to complete your FAFSA online. All graduate students are considered independent for financial aid purposes. CUC's Financial Aid Office will automatically receive your FAFSA data electronically and will advise you of your eligibility as well as how to apply for and accept student loans.

Step 3 You will receive a summary of information Student Aid Report (SAR) approximately 3-5 days after completing your FAFSA. This report verifies your information, so please review your SAR for accuracy when it arrives.

Step 4 Follow the instructions that Concordia University Chicago will provide to accept and apply for student loans. You will need your PIN number to electronically sign your Master Promissory Note (MPN). Your MPN is a promise to pay back any loans that you borrow while enrolled at Concordia University Chicago. This is a Federal requirement for all student loan borrowers.

Step 5 If you are a first-time Stafford Loan borrower, complete Stafford Loan Entrance Counseling at www.mapping-your-future.org. The purpose of entrance loan counseling is to explain your rights and responsibilities as a student loan borrower. This is a Federal Requirement for all student loan borrowers.

Questions? Call the Financial Aid Office at (708)209-3113

(Toll Free 877-282-4422, Option 3)

The Federal (Title One) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Stafford Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Concordia University Chicago is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility
or visit www.studentaid.ed.gov for an application.

Please Note: Students who start classes prior to being officially admitted to an eligible program are considered *Guest Students*. *Guest Students* are not eligible to receive federal aid and should make payment arrangements with the Business Services Office.



Transcript Request Process

Office of Graduate Admission and Student Services

708-209-4093

fax 708-209-3454

PLEASE READ CAREFULLY!

- You are responsible for submitting all official, sealed academic transcripts from institutions where degrees were earned.
- Please verify the transcript request policy with the registrar's office for each university or college attended. Universities and colleges often have their own forms and procedures for requesting this information. This form is provided for your convenience; do not send this form to Concordia.
- If you received a degree from a foreign institution any international transcripts must be evaluated by a Concordia-approved international credentialing service. Please request a foreign transcript evaluation from one of the following: ECE (Educational Credential Evaluators), WES (World Education Services) or AACRO (American Association of College Registrars and Admission Officers).
- If you would like to verify receipt of your transcripts, please contact the Graduate Admission Office 10 to 14 days after requested at 708-209-4093.

Applicant's Name and Current Address

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), I grant permission for the release of my academic record to the individual party, but only on the condition that he/she will not permit any other party to have access to this record.

Signature: _____

Student Information

SSN/ID Number: _____ Date of Request: _____

Current Enrollment Status: Currently Enrolled Not Currently Enrolled

Year Last Attended: _____ Maiden or Previous Name: _____

Please Mail Sealed Transcripts to:

Concordia University Chicago
Office of Graduate Admission & Student Services
7400 Augusta Street
River Forest, IL 60305-1499



Objective Statement

Name: _____ **Date:** _____

In type-written format, please provide information on your future educational goals and/or objectives and their relationship to pursuing graduate work at Concordia University Chicago. This essay is an important and essential part of the admission process. (*You do not need to use this form for your essay.*)

Mail to:

Concordia University Chicago
Office of Graduate Admission & Student Services
7400 Augusta Street
River Forest, IL 60305-1499

Or fax to: 708-209-3454



Recommendation Form

Name of Applicant: _____

NOTE: To be completed by a professional able to comment on your ability to do graduate work.

Please assist us in evaluating the applicant listed above for admission to graduate studies at Concordia University Chicago. Your comments should be directed to the areas indicated below. Thank you for your assistance in this process.

For how long, and in what capacity have you known the applicant? _____

Academic Proficiency: _____

Personal Character _____

Competence and effectiveness in professional work: _____

Your Name (please type or print): _____ Date: _____

Signature: _____

Title or Position: _____

Organization: _____

Mail to:

Concordia University Chicago
Office of Graduate Admission & Student Services
7400 Augusta Street
River Forest, IL 60305-1499

Or fax to: 708-209-3454



Recommendation Form

Name of Applicant: _____

NOTE: To be completed by a professional able to comment on your ability to do graduate work.

Please assist us in evaluating the applicant listed above for admission to graduate studies at Concordia University Chicago. Your comments should be directed to the areas indicated below. Thank you for your assistance in this process.

For how long, and in what capacity have you known the applicant? _____

Academic Proficiency: _____

Personal Character _____

Competence and effectiveness in professional work: _____

Your Name (please type or print): _____ Date: _____

Signature: _____

Title or Position: _____

Organization: _____

Mail to:

Concordia University Chicago
Office of Graduate Admission & Student Services
7400 Augusta Street
River Forest, IL 60305-1499

Or fax to: 708-209-3454



Admission Requirements

Office of Graduate Admission and Student Services

708-209-4093

fax 708-209-3454

- ✓ Earned Bachelor's and Master's degree from a regionally accredited institution
- ✓ Master's Earned GPA of at least 3.00
- ✓ A Miller Analogies Test (MAT) or Graduate Record Examination (GRE)* score(s) within the past three years
- ✓ Documentation of 2 years of teaching or administrative leadership experience (provide copy of resume) and copies of teaching and administrative certificates
- ✓ Submit Objective Statement
- ✓ Letters of Recommendation from two persons qualified to comment on the applicant's potential for doctoral study
- ✓ Writing Sample from Master's program

* MAT /GRE Information

All candidates for the Doctor of Education programs must complete the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) as a part of the application process.

MAT: For more information about the MAT (registration and study guides), contact the Psychological Corporation at 1-800-622-3231 or visit their website at www.milleranalogies.com. The MAT is 60 minutes in length and is offered in both computerized and paper-and-pencil formats. The online Candidate Information Bulletin lists different locations. You will need to call each location for their testing schedule. The cost for this test varies. Scores are available in about three weeks from the test date. *Concordia's score recipient code for the MAT is 2024.*

GRE: For information about the GRE General test, visit the website at www.gre.org or call 1-609-771-7670. Registration information is available at 1-800-GRE-CALL. The GRE is administered via computer at various locations in the area, and requires about 3.5 hours to complete. Practice exams and other information about the test are available on the website. The fee for the GRE is \$130. Unofficial scores are available to the examinee at the conclusion of the test; official scores are reported in about two weeks. *Concordia's score recipient code for the GRE is R1140.*



Doctoral Programs Important Information

Office of Graduate Admission and Student Services

708-209-4093

fax 708-209-3454

Thank you for your interest in Concordia University Chicago's Cohort programs.

Please submit the following by no later than August 10, 2012 to be considered for admission in August 2012:

- Completed Application (online or paper)
- Objective Statement (include educational goals and/or objectives and their relationship to pursuing doctoral work at Concordia University Chicago)
- Documentation of teaching and/or administrative leadership experience (resume, copy of teaching and/or administrative certificate)
- Writing Sample
- \$50 Application Fee
- Two letters of recommendation
- Original, official transcripts from all colleges and universities where degrees were earned
- Official scores from either the MAT or the GRE (within last 3 years)

Once all materials are submitted and your file is complete, the following steps will be taken:

1. Your file will be reviewed by the Executive Director of Graduate Admission and Student Services, and the Doctoral Admission Committee.
2. At the committee's discretion and if needed, you may be invited to participate in a phone interview with the Faculty Doctoral Committee. Applicants who are not considered for the interview process will be notified of their acceptance to the program.
3. Once an admission decision has been reached you will be notified by email and in writing within a few days.

Admission to the doctoral program depends on several factors, including your cumulative Grade Point Average, program fit, letters of recommendation, professional experience, test scores, and writing abilities.

The Office of Graduate Admission and Student Services will send a letter and the graduate catalog link upon receipt of your application and non-refundable \$50.00 application fee. If you have any questions regarding your admission status, please feel free to contact us at:

Office of Graduate Admission and Student Services

Phone: 708-209-4093

Fax: 708-209-3454

Email: grad.admission@CUChicago.edu

Contact: Deb Ness

Other Contacts:

Cohort Information	Deb Ness • Graduate Admission Office	1-877-282-4422 (option 3)
Payment Plan	Anjelica Estrada • Office of Student Business Services	1-866-204-1882
Financial Assistance	Office of Student Financial Planning	1-877-266-7331
Online FAFSA form	www.fafsa.ed.gov	1-800-4-FED AID
Miller Analogies Test (MAT)	www.milleranalogies.com (Concordia's code in 2024)	1-800-622-3231
Graduate Records Exam (GRE)	www.GRE.org (Concordia's code is R4110)	1-800-GRE-CALL

NOTE: Those who intend to apply for financial aid should complete the financial aid process at the same time they apply for admission. Financial aid is available to admitted students (not pending/guest status) and is not retroactive.

